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# MEMORANDUM

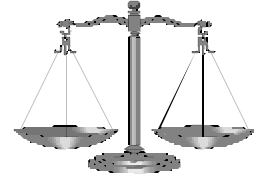
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**TO:** Creditors

**FROM:** Mike Sturm

**SUBJECT:** RETURN OF TIME-STAMPED COPIES

**DATE:** August 9, 2005



With the implementation of an electronic case management and filing system, pleadings received in this Court are no longer time stamped. Upon receipt, these documents are converted to electronic documents by scanning and are then docketed in the applicable bankruptcy case or adversary proceeding. Documents can be viewed by accessing the docket report under the Reports menu in our case management system. The filing date of documents is displayed on the case docket report.

In order to view documents in our case management system, it is necessary to obtain a PACER login and password from the PACER Service Center. The PACER Service Center will register all new users of the system via the PSC web site (<http://pacer.psc.uscourts.gov/>). The toll-free number for the PSC is 800-676-6856. Please be advised that there are modest user fees imposed for electronic access to case information. Additional information on these costs can be obtained on the PSC website.

You may also submit a self-addressed, postage-paid envelope with a fee of \$.50 to obtain a copy of the Notice of Electronic Filing for the document. The Notice of Electronic Filing will reflect the date the document was filed and the docket text for the document. In addition, a copy of the document can be obtained at a cost of \$.50 per page. If you prefer, you can visit this office to obtain this information.

If you have any questions regarding our electronic case management and filing system, please feel free to call the Clerk's office.

*from the desk of*  
Michael D. Sturm  
Clerk of Court  
**U.S. Bankruptcy Court**  
P.O. Box 70  
Wheeling, WV 26003  
304/233-1655